



City of Clermont
Parks and Recreation
466 W. Minneola Ave, Clermont, FL 34711

Kehlor Recreation Center
Rental Application

Today's Date _____
Name of Event _____
Date(s) of Event _____ Estimated Attendance: _____
Event Start Time: _____ Event End Time: _____
Before Event Setup Time: _____ After Event Cleanup Time: _____
Name of Organization/Applicant _____

The refundable deposit will be made payable and mailed to the name and address of the applicant listed

Check Type of Organization ☐ Non-Profit ☐ Business ☐ Resident ☐ Non Resident

Non-profit documentation must be provided with application.

Tax Exempt ☐ Yes ☐ No If yes, provide Tax Exempt # _____

If Yes, you must provide your Tax Exempt Certificate with application.

Valid Photo I.D. Provided ☐ Other _____

Event Contact _____ Email _____

Day Phone _____ Cell Phone _____

Address _____ City _____ State _____ Zip _____

Secondary Contact _____ Phone # _____

Briefly Describe Event: _____

Will there be any outside vendors, businesses, groups, etc. participating/involved? ☐ Yes ☐ No

If yes, please list each company: _____

Will there be food at the event? ☐ Yes ☐ No Admission Fee: ☐ Yes ☐ No

Will there be alcohol at the event? ☐ Yes* ☐ No **If yes, an alcohol request form must be submitted and Approved prior to your event. Violation of this policy will result in forfeiture of your deposit and immediate cancellation of your rental.*

Resident/Non-Profit:

- Applicant is a resident or land owner located in the Clermont city limits.
- For-profit businesses may utilize the resident rate only if the business's physical address is within the City limits. Rentals for the intended use of a business function must utilize the business's physical address.

**Non-Profit organizations must provide proof of non-profit status (501c3), and be currently registered and active with the Florida Division of Corporations. Applicant must be a registered agent, representative, or board member of the organization/business.*

Non-Resident/Business:

- Applicant resides outside the Clermont city limits.
- Business is located outside the Clermont city limits.

**Clermont Residents are not permitted to use 'Resident' status if the business is located outside of the city limits.*

RENTAL HOURS

- Rentals are available during building hours between 10am-10pm, unless other scheduled programming is taking place.
- Rental schedule may change due to special events, holidays, and updated programming.

SCHEDULING OF KEHLOR RENTALS

- Applications will not be accepted if they are incomplete or not signed.
- Applications will not be accepted, or dates held, more than 12 months in advance of rental date(s).
- The City of Clermont reserves the right to cancel any events/rentals in any City-owned facility or park.

For-profit businesses are prohibited from charging admission or conducting sales of any type, including indirect sales, with the exception of theatre rentals for uses of a performing nature.

SECURITY DEPOSITS, PAYMENTS and REFUNDS

- A completed application, all fees, and security deposit must be submitted in full to reserve Kehler and are due at the time of the reservation.
- Reservations can be taken at the Arts and Recreation Center, and the Clermont City Center.
- Deposits are held separate from the rental fees and are not applied toward account balances.
- Security deposit refunds are issued 2-3 weeks after the rental date.

Cancellation requests must be made in writing to the Parks & Recreation Department.

<i>Rental Cancellation and Refund Policy (application fees are nonrefundable)</i>	
<i>If you cancel within:</i>	<i>You will receive:</i>
30 calendar days or more from the rental date	100% of the rental cost 100% of the security deposit
29-15 calendar days from the rental date	50% of the rental cost 100% of the security deposit
14 calendar days or less from the rental date	No refund of the rental cost 100% of the security deposit

<i>Please indicate below for the Room Setup</i>	
<i>Please circle for the setup</i>	<i>Please indicate number of tables and chairs</i>
Banquet	60 inch rounds (seats 6-8)
Meeting	Card Tables (seats up to 4)
Classroom	8-foot rectangle tables (seats 4-8)
Vendor	Chairs

Indicate any special requests or needs you may have:

KEHLOR BUILDING COST ESTIMATOR

DEPARTMENT USE ONLY ~ TO BE FILLED OUT BY CITY OF CLERMONT STAFF

Additional Staff	Per hour		
Facility Staff	\$25	2-hour minimum, not required	
Application Fee	\$10	non-refundable	\$10
Room Rental	\$25		
Security Deposit	\$50	Returned after rental date	\$50
GRAND TOTAL			

Applicant Initials: _____

HOLD HARMLESS/INSURANCE AGREEMENT

The user will indemnify and hold harmless the City of Clermont from and against all claims, damages, losses, and expenses, including reasonable attorney's fees, arising out of, or resulting from the occupancy of the Park/Facility by the User, its agents, servants, invitees, and guests under this license.

The User will comply with all laws, ordinances, regulations, or other orders regarding the safety of persons or property, or their protection from damage, injury or loss.

The applicant shall supply, when required, a Certificate of Insurance reflecting minimum coverage \$1,000,000 Comprehensive General Liability Insurance, without deductibles, per occurrence. The City of Clermont shall be named as an additional insured, which shall be noted on the Certificate of Insurance. The Certificate shall indicate that the applicant's insurance policy shall not be cancelled without thirty days prior written notice to the City of Clermont.

The undersigned agrees to abide by the regulations governing the said facility and is responsible for charges incurred and must supply the Certificate of Insurance to the City of Clermont no later than fourteen (14) calendar days prior to the Program/Event Date. Also, the undersigned agrees to be responsible for damage to facilities and conduct of persons in the program and/or event. Parking is permitted only in designated areas of the park/facility. There is no parking allowed at any place of business or residence near the park/facility unless written permission is granted by each individual owner in advance.

I have read the rules and regulations and fully understand them. I accept responsibility and insure that all members and guests will honor and abide by the above conditions.

Name of User (printed): _____

Group Representing: _____

User Signature

Date

City of Clermont Employee Signature

Date

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